

Guide to NYC Public Schools

A Grade-Specific
Handbook for
Supporting Your
Child's Education



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**Department of
Education**

Dennis M. Walcott, Chancellor

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Great Schools Start with Great Expectations

Families play a vital role in students' educational journeys. By staying involved in your child's education and exploring future pathways together, you can help your child reach his or her full potential.

Learning standards describe what students should know and be able to do in each grade. In this guide, you will find examples of what students should know and be able to do by the end of high school in language arts, mathematics, social studies, and science. You will also find ways you can support learning as a family, including things you can do at home, in your neighborhood, and around our great City.

For our students to succeed in a rapidly changing world, they need to learn to think creatively, solve problems, make effective arguments, and engage in debates. Over the next few years, New York and more than 40 other states will begin to transition to a new set of learning standards designed to prepare all students, from prekindergarten through grade 12, for success in college and careers. Over time, teachers will integrate these new standards, called the Common Core, into their classrooms.

The Common Core standards provide us with a powerful opportunity to develop students' critical thinking skills and push them to become lifelong learners. This year, as our schools continue to work to ensure all students achieve at high levels, students will also get the chance to engage in these new, higher standards through reading and analyzing nonfiction texts and using math to solve complex, real-world problems.

To learn more about the Common Core in New York City schools, ask your child's teacher or visit our Common Core Library at schools.nyc.gov/Academics/CommonCoreLibrary/FamilyResources. To learn more about the Common Core standards nationally, visit www.corestandards.org.

Good Study Habits

To help your children develop good study habits:

- ❑ High school students need to learn how to manage their time independently so they can make decisions, meet deadlines, and work toward long-range goals. Encourage your child to write down and organize assignments each day in a calendar.
- ❑ Make sure they eat well and get enough sleep and exercise. Watch for signs of stress or fatigue.
- ❑ Set up a comfortable, quiet location at home for doing homework with simple supplies, such as pens, pencils, paper, scissors, and tape, near at hand. Students should be able to concentrate on the task at hand and let go of distractions.
- ❑ Encourage them to review new material daily and prepare study cards and other types of aids.

For other ideas, visit schools.nyc.gov/Academics.

Sign up for regular e-mail alerts about New York City schools at schools.nyc.gov/Subscribe.



Ask Your Child's Teacher



Learning standards provide a great opportunity for you to talk with teachers about what your child is learning in school and how you can support this learning at home. Here are some questions you may want to ask.

To learn more about a standard:

- Can you show me examples of student work that meets this standard?
- May I look at some of my child's work related to this standard?
- When will my child work on this standard during the school year?
- What activities and materials are you using in school to help my child meet and exceed this standard? What classwork and homework do you expect to assign?
- What are some exercises I can do with my child to help him or her with this standard?
- Besides the standards covered in this guide, what else is my child expected to learn this year?

To learn how your child is doing in school:

- Is my child on track completing required courses and accumulating credits? Are there any areas that need improvement?
- Is my child reading at grade level in English and/or the native language? Can you show me some books that my child can read?
- How are grades determined in your classroom?
- How much time should my child spend on homework every night?
- When will my child take Regents exams in each subject? How will he or she be prepared?
- What services and support will my child receive in the areas of college counseling, SAT preparation, and career exploration?

To learn how to support your child:

- Besides report cards, what are the best ways to keep up to date on how my child is doing?
- If your child is not on grade level: What support is the school able to offer my child? What can I do at home to help my child do better in school?
- If your child is on grade level or above: What extra enrichment and support do you suggest for my child? How can I help at home?
- If your child is an English Language Learner: What resources can help my child with his or her English language development?

Language Arts

High school students are required to earn four years (eight semesters) of credit in English Language Arts (ELA) by the time they graduate. Some high schools may offer electives to help meet the ELA requirement. In ELA courses, high school students learn to read, write, listen, and speak for information and understanding; literary response and expression; critical analysis and evaluation; and social interaction.

By the end of high school, all students should be able to:

- Analyze and synthesize information from a variety of sources and genres, making connections and understanding relationships within and among texts.
- Read, review and respond to literary works from a range of social, historical and cultural perspectives.
- Read, interpret and critique literary texts from a range of authors and genres using multiple perspectives.
- Recognize and use language appropriate for social communication.
- Use and integrate a range of organizational strategies to present ideas and information.
- Write using precise language, correct grammar, and clear organization in a variety of genres to develop ideas.
- Conduct sustained research projects using multiple sources of information to solve problems and ask questions.
- Understand the consequences of plagiarism.
- Understand and explain an author's use of style, tone, and other literary devices in affecting meaning and developing a theme.
- Use a variety of resources, including personal experiences, content knowledge, and independent research to create responsive texts.
- Respect and appreciate diversity and cultural traditions in speech and writing.
- Interpret and use information from a variety of media.
- Recognize protocols and practices in debate, public speaking, interviewing and other forms of verbal communication.
- Verbally present coherent interpretations and responses to texts and performances.



Learning at Home

Your family can do these activities in your native language as well as in English.

Enjoy a play with your child at one of New York City's many revered Broadway or off-Broadway theaters. Theater companies around the City offer discounts or free performances, especially for students, and many offer plays in languages other than English. Research your options in newspaper theater listings or online.

Encourage your child to join or organize a book club with friends or family members to discuss favorite books.

Visit your local library frequently, where your child can choose books that meet his or her interests—for example, science fiction or mystery novels. You'll find an application for a free library card in this booklet.

Encourage your child to submit original poems, plays, or short stories for publication in an anthology of teen writing, like the Alliance for Young Artists and Writers at artandwriting.org.

Mathematics

Students must earn three years of credit among courses in Integrated Algebra, Geometry, and Algebra 2/Trigonometry, and pass a Regents exam in mathematics, to earn a Regents diploma. These courses focus on the processes of problem-solving, reasoning and proof, communication, making connections and representation and on the content areas of number sense and operations, algebra, geometry, measurement, and statistics and probability.



Learning at Home

Ask your child to describe statistics and graphs that you encounter in everyday life—for example, in sports, entertainment, weather and finance.

Help your child investigate careers in mathematics and mathematics-related occupations, like engineering, architecture or technology.

Encourage your child to participate in an extracurricular activity, or to pursue a summer internship, in a math-related field. For example, he or she can join a computer club at school, or find a summer internship in an architecture firm.

By the end of high school, all students should be able to:

- Make connections between the verbal, numerical, algebraic, and geometric representations of problems.
- Observe and explain patterns to formulate generalizations and conjectures.
- Determine information required to solve a problem, choose methods for obtaining the information, and define parameters for acceptable solutions.
- Apply inductive and deductive reasoning in making and supporting mathematical conjectures, and communicate logical arguments clearly.
- Recognize and apply mathematical ideas to situations outside of mathematics.
- Write a proof arguing from a given hypothesis to a given conclusion.
- Use direct and inverse variation to solve for unknown values.
- Work with functions and trigonometric ratios.
- Compare and contrast the appropriateness of different measures of central tendency for a given data set.
- Know the definition of conditional probability and use it to solve for probabilities in finite sample spaces.
- Recognize and verify, where appropriate, geometric relationships of proportionality, perpendicularity, parallelism, congruence, and similarity, using algebraic strategies.
- Analyze and solve, both algebraically and graphically, verbal problems whose solutions require solving a linear equation or linear inequality in one variable, systems of linear equations in two variables, or quadratic equations.
- Construct perpendicular bisectors, angle bisectors, parallel lines and equilateral triangles.

Science

All students must pass three years of science in high school, including at least one year of life science and one year of physical science. In addition to physics, chemistry, biology or living environment, and earth science, your child's high school may offer courses that integrate science with math and technology, such as forensics and science investigations. Students must also pass a Regents exam in either physical or life science to receive a Regents diploma.

By the end of high school, all students should be able to:

- Understand the scientific method and scientific inquiry, and use them to describe and predict natural phenomena and to express scientific principles and theories.
- Recognize the usefulness and limitations of models and theories; interpret maps; and analyze sequences in natural phenomena.
- Utilize problem-solving skills, such as designing experiments and solving word problems.
- Know how to select and use appropriate tools and technology, identify sources of error and inconsistent results, and formulate explanations using logic and evidence.
- Conduct both laboratory and field work through investigation and experimentation.
- Understand the environmental issues facing our planet and the importance of protecting and rejuvenating our natural resources.
- Explain the nature, forms, and changes of matter, as well as the nature of energy and changes in its form.
- Explore the physical, chemical, and biological interactions that characterize our planet and its surroundings.
- Integrate knowledge from more than one area of science to investigate science-based issues and form well-crafted ideas and solutions.
- Think globally about environmental issues and possible solutions through community engagement.
- Recognize that living organisms have evolved structures to perform the functions of life, such as growth and reproduction, and describe these structures and functions.

Learning at Home

Read articles related to current events in science with your child, such as those found in the Tuesday science section of the *New York Times*.

Encourage your child to volunteer for recycling and conservation efforts around the City. Visit nycservice.org for ideas.

Visit one of the City's many museums, gardens, and zoos with your family. These include the American Museum of Natural History, the New York Hall of Science, the Liberty Science Center, and zoos and botanical gardens throughout the five boroughs.

Encourage your child to participate in an extracurricular activity, or to pursue a summer internship, in a science-related field.



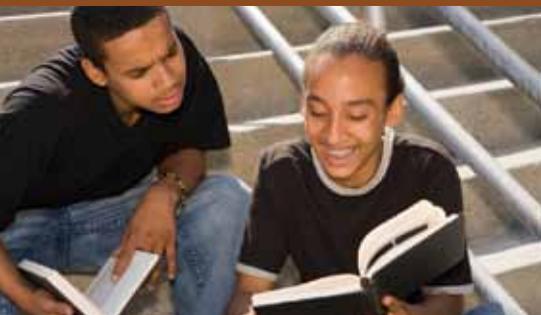
Learning at Home

Tour the United Nations

headquarters in midtown with your child. Visit un.org/tours to learn more.

Visit museums or historic sites around the City related to what your child is learning in the classroom about American history and government. For example, check out the National Museum of the American Indian, nmai.si.edu, the Tenement Museum, tenement.org, Ellis Island, ellisland.org, Federal Hall, nps.gov/feha, or the General Grant National Memorial, nps.gov/gegr.

Encourage your child to stay up-to-date about local, national, and world events by reading the newspaper, either in print or online. Discuss current events at the dinner table as a family.



Social Studies

High school students must earn four years (eight semesters) of credits in social studies to graduate with a Regents diploma, including two years of global history and geography, generally taken in grades 9 and 10; one year of American history and government, generally taken in grade 11; and one semester each of economics and participation in government, generally taken in grade 12. Students must also pass Regents exams in global history and geography as well as U.S. history and government exam.

By the end of high school, all students should be able to:

- Understand the chronology and time periods within New York State, U.S. and world history.
 - Read, use, analyze and interpret primary and secondary historical sources from varied perspectives.
 - Know, understand and describe the evolution of American democratic beliefs and values.
 - Develop and test hypotheses about important events, people, places, eras and issues.
 - Read and interpret foundational American documents, like the Constitution and the Declaration of Independence.
 - Prepare essays and oral reports about important political, economic, scientific, and cultural developments of the U.S. and the world.
 - Understand how events in the U.S. and developments in the wider world are related to one another.
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- Recognize broad patterns, relationships, and interactions among cultures, countries and civilizations within and across regions and eras.
 - Investigate key events and turning points in U.S. and world history to identify historical problems, pose questions and hypotheses, and formulate conclusions.
 - Understand the characteristics and patterns of human migration.
 - Understand elements of geography, including places, regions, environment, systems, and the world, in spatial terms.
 - Define and apply basic economic concepts, such as scarcity, supply, demand, production, resources, money, banking, and world systems.
 - Compare and contrast the U.S. economic system with other national economic systems.

More Essential Knowledge and Skills

Our high school students are learning much more than to read, write, do math, and understand key concepts in science and social studies.

- **Arts:** High school students complete at least two semesters of study in one or two art forms, including visual arts, dance, music, and theater. Many high schools offer multi-year sequences in the arts. Advanced arts students completing a nine-ten credit sequence in the arts may be eligible for the Chancellor's Arts Endorsed Diploma. In art courses, students continue to build skills and techniques in the art form; create original works; master the vocabulary and related literature; research the history; and use arts institutions as resources for potential careers and for advanced learning in these fields.
- **Fitness and Health:** High school students expand their learning about personal fitness and healthy behaviors in the context of increasing peer influence and access to social situations outside the family's immediate supervision. Physical and health education classes stress not only the development of lifelong health and fitness habits, but also the development of communication skills to help students navigate the challenges of adolescence. To graduate from high school, students must take one credit of health education, as well as at least four physical education credits over the course of a minimum of seven semesters.
- **Library and Research:** By the end of high school, students can plan inquiry to test their hypotheses or to gather evidence to validate their theses; conduct advanced Web searches using sophisticated search functions; develop a balanced perspective by evaluating information based on authority, accuracy, point of view, and reliability; take notes using one or more note-taking strategies and organize information independently; cite all sources according to standard style formats; and develop their own point of view and support it with evidence.
- **Technology:** High school students continue to practice, discuss, and share safe and acceptable uses of technology and information. Students know how to use a variety of media and formats to design, construct, develop, publish, and present products (for example, presentations, newsletters, and Web pages) that effectively communicate information, ideas and mastery of the curriculum to multiple audiences. Students examine issues related to computer etiquette and discuss means for encouraging more effective use of technology to support effective communication, collaboration, personal productivity, and lifelong learning.

What Else You Should Know about Your Child's School

How to Find Answers throughout the School Year

The easiest way to stay updated about your child's education is to get involved at your child's school: check in regularly with your child's teacher, attend parent-teacher conferences, volunteer at school events or join the parent association.

- If you have a question about an academic issue, you should talk to your child's teacher. If you have a question about any other topic, you should call your child's school and ask to speak to the parent coordinator.
- For personalized and updated information about your child's academic progress—including attendance and test scores—log on to ARIS Parent Link at ARISParentLink.org.
- Visit the DOE's Web site at schools.nyc.gov for the latest news and announcements about the City's schools.
- You can also get regular e-mail alerts about news, enrollment processes, weather-related scheduling changes, and more by signing up at schools.nyc.gov/Subscribe.
- For information about your child's school, visit the school's Web site. Go to schools.nyc.gov and type in the school name in the section called "School Search."
- If you have additional school-related questions, call 311, where a trained operator can help you.

Translation and Interpretation Services

All parents should be able to participate in their children's education, regardless of what languages they speak. Our Translation and Interpretation Unit translates documents containing critical information about your child's education into the nine languages most commonly spoken by our families: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish and Urdu. We can help arrange for translation into other languages. The unit also provides over-the-phone interpretation for communication between families and school staff in more than 150 languages. To use these services, speak to your child's principal or parent coordinator.



Internet Access

Throughout this booklet, we mention several Web sites you can visit to find information about your child's education. Remember, you can also always call 311. And if you don't have an Internet connection at home, you can access the Internet for free at your local public library. Many schools also allow parents to use their computers to browse the Internet for school-related information; contact your parent coordinator to learn more.

Keeping Your Child Safe and Healthy

Respect for All

We expect our schools to provide safe and supportive learning environments for all students. Bullying, verbal

harassment, and physical violence have no place in our schools, especially when such behavior is prompted by prejudice, intolerance, or fear of difference. This policy is in effect in school during, before and after school, while on school property, while on vehicles funded by the Department of Education, at all school-sponsored events, and on non-school property when such behavior can be demonstrated to affect the educational process or the school community negatively. A student who believes he or she has been the victim of bullying or intimidating behavior by another student should immediately report the incident orally or in writing to any school staff member. All reports of bullying, harassment, or intimidating behavior will be investigated. School counselors are available to provide counseling services. To learn more about Respect for All, visit schools.nyc.gov/RulesPolicies/RespectforAll.



Medical Care in School: Nurses, School-Based Health Centers, and Mental Health Services

Nurses are available in many schools to evaluate health problems or to help your child take medication during school hours, if he or she has a medication order from a doctor. A Medication Administration Form (MAF) is available to download from schools.nyc.gov/Offices/Health/SchoolHealthForms. All prescriptions must be written on a MAF. The school nurse cannot accept a prescription written on a doctor's personal prescription pad. Some schools have a School-Based Health Center, which provides free comprehensive medical services to students regardless of their health insurance or immigration status. For a list of School-Based Health Center locations, visit schools.nyc.gov/Offices/Health/SBHC or ask your child's principal or parent coordinator. Many schools also offer school-based mental health services, which can help you address behavioral and emotional difficulties that may interfere with your child's schoolwork. Ask your school guidance counselor, social worker, or parent coordinator about these services.

Accommodations for Students with Disabilities

Children with disabilities may be legally entitled to health services or accommodations in school to help them participate in regular school activities on an equal basis with their non-disabled peers. To request an accommodation, ask your child's school office for a Section 504 Accommodation form or download it from schools.nyc.gov/Offices/Health/SchoolHealthForms.

Keeping Your Child Fit and Active

Schools offer a range of fitness and health instruction during the school day, along with before and after-school activities, to help students get the 60 minutes of daily physical activity they need to stay healthy and fit. In the spring, most students receive a NYC FITNESSGRAM report that shows whether a student is in the "healthy fitness zone." Review this report and the recommendations, which include suggestions to help your child improve his or her fitness levels.

High school students can participate in the Public Schools Athletic League (PSAL), which fosters physical fitness as well as teamwork, discipline, and sportsmanship. Sports offerings vary by school, and may include baseball, football, soccer, basketball, golf, softball, bowling, gymnastics, swimming, crew, handball, tennis, cricket, track, volleyball, cross country, double dutch, lacrosse, wrestling, fencing, and outdoor track. For more information, talk to your child's principal or visit psal.org, where you'll find statistics, team records, and other useful information.

Attendance

Being in school every day is the first step to success. A student who misses two days of school a month—just two days—will miss a whole month of instruction by the end of the year. School attendance is a priority, from pre-K through high school. Schools know that there may be health conditions such as asthma, family obligations, or other reasons that may make it hard for children to get to school. Talk to your child's teacher or guidance counselor if there are obstacles to your child's attendance. Set a family goal for better attendance.

School Food

Our schools provide healthy meals every day, serving nutritious foods such as fresh fruit and vegetables—including produce from local growers. We prohibit the use of artificial flavors, colors, sweeteners, and trans-fats in school meals.

All students, regardless of their parents' income, are eligible for **free breakfast every day**, and many students are eligible for free or reduced-price lunches and snacks. Students who are eligible for reduced-price lunches pay \$0.25 per meal, instead of the full price of \$1.50 per meal.

Every household should complete a School Meals Application Form, sent home with your child at the beginning of the school year, to determine if your child qualifies for free or reduced-price meals. Even if your child doesn't qualify for reduced-price meals, we ask that you fill out this form because it will help secure more State funding for your child's school. You can also easily complete the form online for all of your children at once, at either www.ApplyForLunch.com or nyc.gov/accessnyc.

Transportation

General education high school students who live 1.5 miles or more from school are eligible for full-fare MetroCards. Your child's school will issue your child a MetroCard on the first day of school. In certain circumstances, half-fare MetroCards are provided by the Metropolitan Transit Authority (MTA) for City buses for general education high school students who are not eligible for full-fare MetroCards for both subways and buses. At the beginning of the year, you should make sure that the school has your current home address and telephone contact information.

If your child has an Individualized Educational Program (IEP) mandating yellow bus transportation, you should receive a transportation information letter in the mail with details about your child's transportation service in early September. If you do not receive a notice, you can check at schools.nyc.gov/Offices/Transportation or call 718-392-8855.

For more information about your child's transportation options, please visit schools.nyc.gov/Offices/Transportation or call 718-392-8855.

Ensuring Student Success

We've created several tools to help you understand your child's progress over the school year and how well your school is helping your child learn. You can use these tools to support your child's learning both in school, and at home.

ARIS Parent Link

For up-to-date personalized information about your child's academic progress, including attendance, course grades, high school graduation requirements, and results of Regents Exams and other school assessments, check out ARISparentlink.org.



It's available in ten languages and includes online tutorials about how you can use this information to support your child. To log on to your child's account, you'll need an e-mail address, your child's ID (OSIS) number, and your password. Before logging in for the first time, contact the parent coordinator at your child's school for a temporary password.

Progress Reports

Every fall, your child's school receives a Progress Report, including a letter grade of A through F, that measures student academic performance and progress and school environment. You can use the Progress Report to compare schools, to highlight areas in which your child's school is performing well, and to identify ways it can improve. Each school also receives a Progress Report Overview each year that summarizes the key points of the report. To find these reports or for more information see schools.nyc.gov/Accountability/Tools/Report/ or look on ARIS Parent Link: ARISparentlink.org.

New York City School Survey

New York City families have great ideas about how to make our schools better. The annual School Survey invites parents, teachers, and students in grades six through twelve to evaluate their schools. Feedback from the survey contributes to the grade your child's school receives on its Progress Report and helps educators make important decisions about your child's school. Your child will complete the survey in school. Make sure you fill out your School Survey either online or on paper this spring.

School Options

Options for Students Who Have Fallen Behind in High School

Traditional high schools may not provide the best fit for all students. Students between the ages of 15 and 21 who have fallen behind in credits, or who have dropped out, have the option to enroll in a Transfer School or Young Adult Borough Center (YABC) to earn a high school diploma. Transfer Schools are small, academically rigorous, full-time high schools; YABCs are academic programs for older students and operate in the evenings. Students may also enroll in programs to help them pass the GED exam. In addition to academic courses, many of these schools and program options offer the Learning to Work initiative, which provides in-depth job readiness and career exploration opportunities in addition to paid internships.

For information on any of these schools and programs, or to determine which would be most appropriate for your student, please contact your student's high school counselor, visit goingforme.org, or contact the nearest Referral Center for High School Alternatives (find one at schools.nyc.gov/Offices/District79/SchoolsProgramsServices).

Special Education

New York City public schools work to ensure that all students with disabilities receive high-quality special education services. Students who may need these services are evaluated at their schools. Once a child is evaluated, a team including the child's parent or guardian meets to determine if the child has a disability and requires special education services. If so, an Individualized Education Program (IEP) is developed, outlining the special education services the child should receive and establishing clear goals. Children with disabilities participate to the fullest extent appropriate in the general education environment. Some students attend a program in District 75, a citywide district serving children

with severe disabilities. To learn more about special education services, or to view A Parent's Guide to Special Education Services for School-Age Children, visit schools.nyc.gov/Academics/SpecialEducation. You can also speak with your child's principal or parent coordinator or call 311.

English Language Learners

We're committed to serving the needs of students who speak a language other than English at home and are not yet proficient in English. We provide English Language Learners (ELLs), former ELLs, immigrants, and their families with access to an excellent education, regardless of immigration status. ELL programs help students develop their language skills as they work to master their school assignments. To learn which programs may be best for your child, speak with your child's principal or parent coordinator, call 311, or visit schools.nyc.gov/Academics/ELL. In New York City, we have three programs available for ELLs: English as a Second Language, transitional bilingual, and dual language.

Services Available to Students in Temporary Housing

Homeless youth are guaranteed equal access to a free high-quality public education, and we offer support services to help students living in temporary housing enroll, attend, and succeed in school. If your child does not have a permanent home, he or she is entitled to assistance with school enrollment, transportation, free school meals, school supplies, and more. Call 311 and ask for a Students in Temporary Housing Liaison, who can help you with these services or visit schools.nyc.gov/StudentSupport/NonAcademicSupport/StudentsinTemporaryHousing.

Getting Ready for College and Career

The high school years are an important time in students' lives as they develop their academic skills and interests in preparation for college and careers. Here are some strategies for working with your child and your child's school throughout the high school years:

- Ask student's guidance counselor or advisor for a list of courses and tests required to meet graduation requirements, and keep track on his or her progress toward meeting those requirements beginning in the ninth grade.
- Encourage your child to take advantage of rigorous, challenging courses that are offered.
- Learn about college and job placement entrance requirements, and make sure that the courses your child takes in high school meet those requirements.
- Talk with the school's guidance counselor and teachers about the college and career options that might be best for your child.
- Encourage your child to get involved in extracurricular activities to explore new interests and to stay involved in those that match his or her interests and talents.
- Encourage your child to volunteer around the neighborhood and participate in service projects in school and the community.
- Take advantage of opportunities to learn more about the careers of people your child admires, and explore different careers that match his or her talents.
- Take advantage of programs provided by community groups and libraries in the neighborhood, and use the school library as a resource.
- Encourage your child to apply for internships and other after-school or summer opportunities.
- Visit colleges and universities together to learn more about what type of institution fits your child's interests and needs.
- Find out about financial planning and options to pay for college. It is never too early to begin planning.

Know Your Rights

Under federal and state law, you have certain rights as a parent or guardian. These include the rights to access your child's school, classrooms, academic and attendance records, and educational materials, as long as this access does not disrupt the school day. You also have the right to access information about and attend public meetings as well as hearings of the Chancellor, City board, community superintendents, community education councils, and schools. If you disagree with a school decision, you may take legal action to appeal decisions or may file complaints with the Department of Education about matters affecting your child's education. Finally, you may access information about programs that allow your child to apply for admission, where appropriate, to schools outside your child's attendance zone. To read the full Parents' Bill of Rights, visit schools.nyc.gov/RulesPolicies/ParentBillOfRights, or to get more information about complaint procedures, visit schools.nyc.gov/Offices/OFEA. If you have additional questions or concerns, call 311.

Notice of Federal Privacy Rights

The Family Educational Rights and Privacy Act ("FERPA") gives parents and students age 18 and older certain rights with respect to student education records. The Parents' Bill of Rights and Chancellor's Regulation A-820 provide additional information, which you can see at schools.nyc.gov/RulesPolicies.

You have the right to:

1. Request, inspect and review your child's education records within 45 days of receipt of your request. You should submit a written request that identifies the record(s) you wish to inspect. Your child's school will notify you of the time and place where you may inspect records.
2. Request changes to your child's education records when you believe they are inaccurate, misleading, or otherwise violate FERPA's privacy rights. You should make requests to amend records in writing, and identify the content you want changed and the reason for doing so. If NYC DOE decides not to amend records as requested, you will be notified of your right to a hearing and of certain hearing procedures.
3. Privacy of personally identifiable information in your child's education records, except when FERPA allows disclosure without consent.

One exception permitting disclosure without consent is disclosure to school officials who need to review education records to fulfill their professional responsibility. Examples of school officials include NYC DOE employees (such as administrators, supervisors, teachers, other instructors, or support staff members), and people whom the NYC DOE has engaged to perform services or functions for which it would otherwise use its own employees (such as agents, contractors and consultants).

Another exception permitting disclosure without consent is disclosure, upon request, to officials of another school district in which your child seeks or plans to enroll, or is already enrolled if made for purposes of your child's enrollment or transfer.

File a complaint with the US DOE if you believe the NYC DOE failed to comply with FERPA's requirements. Complaints may be filed with the office administering FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

LIBRARY CARD APPLICATION

There are more than 200 public libraries throughout New York City. Free library cards allow you to borrow books, DVDs, CDs, and other materials. Local branches also hold events ranging from picture book readings for children to film series, poetry readings, and computer classes for adults.

Instructions:

To obtain a library card, please complete this application and submit it with an acceptable ID to your local public library. **Adults** can show a current New York State driver's license, learner's permit, or other photo identification. **Young Adults (ages 13–17)** can show a current report card, working papers, or school ID. **Children (ages 12 and under)** must have a parent or legal guardian sign this application; parents will be responsible for materials checked out on their child's card. Visit the Web site of the library in your borough for a complete list of acceptable identification forms and the location of a branch near you. For the Bronx, Manhattan, and Staten Island, go to **nypl.org**; for Brooklyn, go to **brooklynpublib.org**; for Queens, go to **queenslibrary.org**. Adults and Young Adults may also apply for a library card online.

1. Check One:

Child (Ages 12 and under) **Young Adult** (Ages 13–17) **Adult** (Ages 18 and older)

2. Student/Library Cardholder Information:

Last Name _____ First Name _____ Middle Name/Initial _____

Date of Birth (Month/ Day/Year) _____ Gender Male Female

Street Address _____ Apt.# _____

Borough or City _____ State _____ Zip Code _____

Home phone _____

3. Parent/ Guardian (must be completed for students 12 and under):

Last Name _____ First Name _____ Middle Name/Initial _____

E-mail Address _____ Phone _____

Check A or B:

A. My child may borrow adult as well as children's materials. B. My child may borrow children's materials only.

Parent/Guardian is responsible for materials checked out on child's card.

Parent/Guardian Signature _____ **Date** _____

This Section Is for Staff Use Only

NEW

LOST/REPL.

TRANSFER

PTYPE

EXP.DATE

COMPLETE: (Staff Initials)

High School Calendar

September 8

First day of school

September 29–30

Rosh Hashanah (no school)

October 10

Columbus Day observed (no school)

October 12

PSAT (grades 10 and 11)

October 27

Parent-teacher conferences, evening

October 28

Parent-teacher conferences, afternoon

November 8

Election Day (no school)

November 11

Veterans Day observed (no school)

November 13–19

Open Schools Week

November 24–25

Thanksgiving Recess (no school)

December 26–January 2

Winter Recess (no school)

January 16

Dr. Martin Luther King Jr. Day
(no school)

January 30

Chancellor's Conference Day
(no school)

February 20–24

Midwinter Recess (no school)

March 29

Parent-teacher conferences, evening

March 30

Parent-teacher conferences, afternoon

April 6–13

Spring Recess (no school)

May 28

Memorial Day observed (no school)

June 7

Chancellor's Conference Day
(no school)

June 27

Last day of school; early dismissal

Learn More

This guide provides only an overview of the many standards your child will be learning this year. You can view and download copies of these guides for grades pre-K–12 as well as the complete standards for all subjects and all grades on our Web site at schools.nyc.gov/Academics.

The Department of Education offers additional information about your child's education and ideas on how you can support it, both at home and at your child's school. For more information, visit schools.nyc.gov. You also can contact your school's parent coordinator or call 311.